

Community Services and Recreation

DRAFT MINUTES/APPROVED

To: Community Services Commission Members

From: Edward J. Swinkoski, Director of Community Services and Recreation

Re: Commission Meeting March 1, 2011

Meeting was called to order at 5:31p.m.

Present: Lou Criscuolo, Marc Fasano, Maggie Jensen, Paul Kottage, Donna Malley,
Jim Marshall, Krista Polinsky.

Absent: Judith Meyers, Michael Pepe.

Staff: Michael J. Freda, First Selectman
Edward J. Swinkoski, Director of Finance and Administration
Carla Riccio, Secretary

I. Acceptance of Minutes:

Krista Polinsky made a motion to accept the Minutes of December 7, 2010, seconded by Lou Criscuolo.

II. Election of Officers:

First Selectman Michael Freda was present to address three orders of business: entertaining a nomination for Chairman, Vice Chairman and Secretary for the Community Services Commission. Krista Polinsky made a motion to nominate Donna Malley as Chairman, seconded by Jim Marshall. Donna Malley made a motion to nominate Krista Polinsky as Vice Chairman, seconded by Lou Criscuolo. Donna Malley made a motion to nominate Jim Marshall as Secretary, seconded by Krista Polinsky. All were in favor of each nomination.

Newly appointed commissioners, Marc Fasano and Paul Kottage introduced themselves to their fellow commissioners, as well as provided a bit of their background. First Selectman Freda welcomed Mr. Fasano and Mr. Kottage and echoed the achievements of these individuals.

III. Correspondence:

Mrs. Malley shared a copy of each appointment letter sent by the First Selectman on February 10, 2011 to newly appointed commissioners Marc Fasano and Paul Kottage. In addition, she shared a letter sent by the First Selectman to Joanne Cristiano dated February 23, 2011, informing her that all vacancies on the Community Services Commission have been filled and thanking her for her interest.

Mrs. Malley also shared a letter of appreciation sent by a social worker from Green Acres School to Mrs. Malley, thanking the Community Services Commission for their generosity and services offered to families in need during the 2011 Holiday season.

IV. Director's Report:

Mr. Swinkoski began by reviewing the YTD snapshot of the Emergency Fund, followed by the Outreach Fund.

Emergency Fund: (as of 3/1/2011):

Fuel: Beginning Balance: \$27,590.11
Contributions: \$100.00
Expenditures: \$14,326.99
YTD Balance \$13,363.12

Food: Beginning Balance: \$2,255.00
Contributions: \$2654.00
Expenditures: \$129.60
YTD Balance \$4779.40

Misc: Beginning Balance: \$38,125.25
Contributions: \$0.00
Expenditures: \$649.67
YTD Balance \$37,475.58

Toys: Beginning Balance: \$420.00
Contributions: \$445.79
Expenditures: \$135.87
YTD Balance \$729.92

Toys R' Us contribution of \$1,000 in gift cards for distribution throughout the 2010 Holiday Season

Beginning Balance: \$1,000.00
Expenditures: \$400.00
YTD Balance: \$600.00

Outreach Fund: (as of 3/1/2011):

Service Outreach: Beginning Balance: \$19,992.74
Expenditures: \$3,420.34
YTD Balance: \$16,572.40

Project Graduation: Beginning Balance: \$33,066.20
Expenditures: \$9,008.64
YTD Balance: \$24,057.56

Budget reports were reviewed by the Commission (reports ending March 1, 2011).

Community Services: February 2011 snapshot of Community Services expenditures:
57.6 % of budget expended YTD

Welfare: February 2011 snapshot of Welfare expenditures (eviction related expenses):
58.6 % of budget expended YTD

Senior Center: February 2011 snapshot of Senior Center expenditures:
64.4 % of budget expended YTD

Daycare: Snapshots of expenditures through the Daycare grant were reviewed:
February 2011 snapshot: \$16,264.61 (Loss of \$44,750.75)

Old Business:

Senior Center PT Bus Driver: In response to the recommendation made at the December 7, 2011 meeting by the commission to hire another part-time driver for the senior center, Mr. Swinkoski reported that a second part-time bus driver position has been incorporated into the 2011-2012 budget. Thus as of July 2011, a second part-time bus driver will be hired to allow transportation on the two days of the week that transportation is not available (Tuesday and Thursday), thus increasing medical transportation to five days a week.

Meeting dates: A revised meeting schedule was determined and agreed upon by the commission. Moving forward, the Community Services commission will meet six times each year (February, April, June, September, November and December), rather than meeting monthly. A revised list of meeting dates will be provided to the commission and notifications will be made through all the appropriate channels (Town website, NHTV, etc.) to reflect these changes.

The commission discussed that a subcommittee is necessary to meet during the off months in order to keep the momentum of initiatives going. Any commissioners who wish to act on the subcommittee are welcome to meet to suggest recommendations on making the commission more active in its role. Mr. Marshall will work with Ms. Riccio in the coordination of these subcommittee meetings and communicate it to the commissioners.

Review of the focus of the Commission: Mrs. Polinsky suggested that the commission revisit the commission's mission to see if it should be modified and improved. She commented that the more one is connected to their town, the better one would feel about their town. Thus, Mrs. Polinsky suggested using various Town platforms to piggyback on in order to raise awareness of the services offered by the Community Services. For example, she suggested utilizing the venue of the summer concert series as an opportunity to distribute information of services. Mr. Fasano echoed this sentiment that by keeping these activities consistent on an annual basis will also create a more communal feel.

First Selectman Freda added that it has never been more important during these tough economic times to have this Community Services commission, and a subcommittee would pose very favorably. Mr. Freda indicated that his continued objective is to provide outstanding service to enhance the lives of our residents; that there is a need to get people involved in the community spirit. He suggested that perhaps the more abstract question, or continued objective to look at as a commission is how to continue to harmonize the community. The commission as a group must maintain the efforts of harmonizing the community.

New Business:

Census Data: Mr. Marshall asked First Selectman Freda about the demographic changes within the town and how it has changed. Mr. Freda will provide the commission with updated census data for the next meeting.

VIII. Public Participation:

None.

IX. Adjournment:

Louis Criscuolo asked for a Motion to Adjourn, seconded by Marc Fasano. The meeting was adjourned at 6:00p.m.

The next meeting will take place on Tuesday, May 3rd at 5:30pm in Room 2.